

DOCUMENT INTAKE FORM



Date _____

Name _____

Property Address (Street, City, Zip) _____

If not the Property Owner, then state your relation to the Property Owner

Applicant's Representative

Name _____

Name of Firm _____

Your Address (Street, City, Zip) _____

Email Address _____

Telephone _____ Fax _____

City of Amesbury Board/Committee/Permit Granting Authority - PGA (Choose That Apply)

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Planning Board
 Conservation Commission
 Zoning Board of Appeals
 Other _____

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Historical Commission
 Tree Board
 Design Review Committee

Project Name: _____
 Materials Submitted (Choose That Apply) Have you already filed an Application with PGA

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Permit Application - NEW
 Supplemental Information
 Information Requested by PGA
 Responses to Peer Review
 Responses to Technical Assistant Group
 Other _____

If Yes, then List ALL Permits
 Permit Type _____

Date Originally Submitted _____

| Materials | Description | Original Date | Revision Date | No. of Copies |
|---------------------|-------------|---------------|---------------|---------------|
| Plans | | | | |
| Technical Documents | | | | |
| Other | | | | |

| | |
|--|--|
| Purpose of Submission / Requested Action | |
|--|--|

Acknowledgement

Signature _____

| Office Use Only | |
|--|------------|
| Office of Community & Economic Development, 62 Friend Street Amesbury MA 01913 | |
| Received By _____ | Date _____ |